

Background Check Processing Steps

Step One: Processing

Diocese/Parish determines a background check process needs to be initiated. Parish designee completes top section marked "For Parish/Diocese Use Only" - then gives packet to candidate. Candidate is to be instructed to complete packet and mail to the address provided on the form. **(At no time, should a completed packet be given to any person at the parish - as information is confidential.)** Completed packets should be mailed by candidate within 3 days of receipt. Once received at Diocesan House, the background process will begin. Process can take up to two weeks to complete. Parish designee may call at anytime to inquire about receipt of packet and status.

Step Two: Reporting

Clergy: These background checks stay in the office of the Bishop. A letter will be sent to the *senior warden indicating that the check was satisfactory. Should background check not be satisfactory the bishop or his designee will make a documented call to the senior warden.

**During the search process for the call of a new rector, the letter will be sent to the Search Committee Chair.*

Laity (including Lay Employees): These background checks stay in the office of the bishop. A letter will be sent to the rector (or senior warden for vacant cures) indicating was satisfactory. Should background check not be satisfactory the bishop or his designee will make a documented call to the rector (or senior warden for vacant cures).

Credit Reporting: All credit reports (laity and clergy) will be kept in the office of the Bishop. These files are not placed in personnel files but remain in a separate locked file. If a red flag appears on an individuals credit report, the bishop or his designee will make a documented call to the rector/senior warden whichever applies.

Driving Record Reporting: These background checks are sent to the rector of the parish and are to be kept in a confidential locked file with the individuals other personnel records. Should the background check not be satisfactory the bishop or his designee will make a documented call to the rector/senior warden/search chair whichever applies.

Step Three: Billing

Parishes will be billed monthly for any background checks that appear on the diocese's invoicing via Secure Search. When remitting payment, please identify by invoice number at make check payable to the Diocese of East Carolina. ***Please do not send in your payment until you are invoiced. Any payments received in advance will be returned.***